

D. EVENT FURNITURE RESERVATION REQUEST: There are a limited number of event tables and chairs that can be supplied by the Association, and these are subject to damage from an event so reservations by a renter should take this into account and have a contingency plan just in case. Patio furniture may be available in limited quantity or may not be available for use if needed to serve existing residents for areas not included in the lease areas. Information on about the number and types of Association owned tables, chairs and patio furniture that can be made available at a particular Community Facility for indoor use only or indoor and outdoor use will need to be verified and coordinated with Association staff as part of the Private Rental Order (“PRO”) after submitting this Member Rental Reservation Request Form.

E. AREA(S) RESERVED/ACCESSED: (Indoor maximum occupancy by fire code is indicated in parenthesis by Area)

South Village -Club Palmetto Lease Areas- Please see map attached of “**Map 1-Club Palmetto Lease Areas Plan**” attached hereto for locations and configurations. Renters can select areas from the individual areas list below or select pre-programmed packages which contain preselected groups of areas. Preselected packages will typically be for larger private events with a greater number for people needing multi-functional space.

PACKAGE AREAS AVAILABLE FOR LEASE FOR LARGER GROUP PRIVATE EVENTS: Small groups may be restricted from leasing packages or multiple areas that exceed the need for their event by Association staff to balance the needs of the event against the use of Community Facilities for the members or other renters. Check mark(s) next to all those areas that apply to the Member reservation request:

Club Palmetto Package No. 1 (Indoor Event with covered outdoor receiving porch and roll top bar)

Area 3 –East Pavilion- **Zone A**-Tasting Porch East & **Zone B**- Pavilion East

Area 5 - Banquet Hall-**Zone A**- Banquet Hall & **Zone B**- Bathrooms (Max 126 Persons incl. Bonus Area 1)

Bonus Area 1- Catering Kitchen

Add on adjacent Areas selected from the individual list below (shown with a check mark)

Club Palmetto Package No. 2- Indoor/Outdoor w/ covered porch, outdoor area next to pool and roll top bar)

Area 3 –East Pavilion- **Zone A**-Tasting Porch East & **Zone B**- Pavilion East

Area 5 - Banquet Hall-**Zone A**- Banquet Hall & **Zone B**- Bathrooms (Max 126 Persons incl. Bonus Area 1)

Area 6 -Pool Café Patio

Bonus Area 1- Catering Kitchen

Add on adjacent Areas selected from the individual list below (shown with a check mark)

Club Palmetto Package No. 3 – Indoor/Outdoor Event

Area 1- Gathering Place- **Zone A**-Palmetto Green & **Zone B**- Canopy Zone

Area 3 –East Pavilion- **Zone A**-Tasting Porch East & **Zone B**- Pavilion East

Area 5 - Banquet Hall-**Zone A**- Banquet Hall & **Zone B**- Bathrooms (Max 126 Persons incl. Bonus Area 1)

Area 9- Palmetto Crescent

Bonus Area 1- Catering Kitchen

Add on adjacent Areas selected from the individual list below (shown with a check mark)

Club Palmetto Package No. 4 – Outdoor Event only with Food Truck Court

Area 1- Gathering Place- **Zone A**-Palmetto Green & **Zone B**- Canopy Zone

Area 2- Food Truck Court

Area 3 –East Pavilion- **Zone A**-Tasting Porch East & **Zone B**- Pavilion East

Area 9- Palmetto Crescent

Add on adjacent Areas selected from the individual list below (shown with a check mark).

Club Palmetto Package 5- Outdoor gathering, and indoor meeting and/or presentation

Area 4–West Pavilion-**Zone A**-Tasting Porch West & **Zone B**-Pavilion West

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Area 9- Area 9- Palmetto Crescent

Area 10- Meeting Hall(indoor) with bathrooms and AV

INDIVIDUAL AREAS AVAILABLE FOR LEASE: Check mark(s) next to **all** those areas that apply to the Member reservation request (if more than 1 individual Area is selected, Areas selected must be adjacent to each other and smaller private events may be restricted from leasing Area groups that are larger than needed for their event):

Area 1- Gathering Place- Zone A-Palmetto Green & Zone B- Canopy Zone

Area 2 -Food Truck Court

Area 3 –East Pavilion- Zone A-Tasting Porch East & Zone B- Pavilion East

Area 4 –West Pavilion-Zone A-Tasting Porch West & Zone B-Pavilion West

Area 5 - Banquet Hall-Zone A- Banquet Hall & Zone B- Bathrooms (Max 126 Persons incl. Bonus Area 1).

Area 6 -Pool Café Patio

Area 7- Adult Pool Party Area

Area 8- Pool Deck West

Area 9- Palmetto Crescent

Area 10- Meeting Hall with bathrooms

Bonus Area 1- Catering Kitchen

Bonus Area 2 -Vendor Serving Window

Bonus Area 3- Cooking Deck

ACCESSED ONLY-NOT RESERVED, FOR LEASE AND NOT EXCLUSIVE USE:

Pool/Splash Pad Access

of Guests - In addition to areas designated above, pool access for private events are requested for the number of guests provided in the blank preceding this sentence. Not to exceed a **maximum** of twenty-five (25) guests and the pool is used concurrently with the members not attending the private event. The Member (renter) is required to have all parents of children participating in the pool party execute a release of liability in the form required by the Association and provide a written signed copy of such release to the Association staff prior to the private event. Children 10 years of age or older are not permitted to use the splash pad. **If the number of guest swimmers is equal to 3 or more (up to a maximum of 25), the renter will have to pay for an additional lifeguard for the entirety of the event. Additional lifeguards (if required) are scheduled with the third-party consultant by the Association Staff; however, payment for services is made directly by the Member to the third-party consultant.**

West Village -Pool Barn Lease Areas- Please see map attached of “**Map 2- Pool Barn Lease Areas Plan**” attached hereto for locations and configurations. Check mark(s) next to **all** those areas that apply to the Member reservation request:

PACKAGE AREAS AVAILABLE FOR LEASE FOR LARGER GROUP PRIVATE EVENTS: Small groups may be restricted from leasing packages or multiple areas that exceed the need for their event by Association staff to balance the needs of the event against the use of Community Facilities for the members or other renters. Check mark(s) next to all those areas that apply to the Member reservation request:

Pool Barn -Package 1 – Covered outdoor spaces.

Area 1- Pool Barn Banquet Hall

Area 3 – Outdoor Kitchen

Add on adjacent Areas selected from the individual list below (shown with a check mark).

INDIVIDUAL AREAS AVAILABLE FOR LEASE: Check mark(s) next to all those areas that apply to the Member reservation request (if more than 1 individual Area is selected, Areas selected must be adjacent to each other and smaller private events may be restricted buy Association staff from leasing Area groups that are larger than needed for their event to balance the rights of Members to use portions of the Community Facilities and/or allow for other groups to reserve areas):

Area 1- Pool Barn Banquet Hall

Area 2 – Gathering Green

Area 3 – Outdoor Kitchen

Area 4 – Pool Patio

Area 5 – Food Truck Zone

Bonus Area 1 – Bocce Court

Bonus Area 2 – Corn Hole Court

ACCESSED ONLY-NOT RESERVED, NOT FOR LEASE AND NOT EXCLUSIVE USE:

Pool/Kiddie Pool Access:

of Guests - In addition to areas designated above, pool access for private events is requested for the number of guests provided in the blank preceding this sentence. Not to exceed a maximum of twenty-five (25) guests and the pool is used concurrently with the members not attending the private event. The Member (renter) is required to have all parents, children participating in the pool party execute a release of liability in the form required by the Association and provide a written signed copy of such release to the Association staff prior to the private event. Children 8 years of age or older are not permitted to use the Kiddie Pool. **If the number of guest swimmers is equal to 3 or more (up to a maximum of 25), the renter will have to pay for an additional lifeguard for the entirety of the event. Additional lifeguards (if required) are scheduled with the third-party consultant by the Association Staff; however, payment for services is made directly by the Member to the third-party consultant.**

F. **MEMBER CONTACT INFORMATION:** The Association may contact a Member by phone, e-mail, text and/or by sending correspondence to their place of residence within the Community.

Member Name(s) - If more than 1 please print both persons full name (i.e. First and Last)

Member's Property Address in the Community

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Member -Primary Contact Person:

Member Full Name:

Member Cell Phone (call or text) Number:

Member E-mail Address:

Member-Secondary Contact Person (if any):

Member Full Name:

Member Cell Phone (call or text) Number:

Member E-mail Address:

- G. ALTERNATE CONTACT INFORMATION:** Alternate Contacts must be reliable and capable of receiving and transmitting information to the Primary and/or Secondary Member Contacts if and when a message and/or supplemental information is transmitted by the Association.

Alternate Contact- Full Name:

Alternate Contact- Cell Phone (call or text) Number:

Alternate Contact - E-mail Address:

Alternate Contact Relationship to Member (i.e., Friend/Family Member):

- H. VENDOR INFORMATION:** Vendor contacts, equipment and information (if any) must be provided by the Member to the Association for approval in advance. The Member shall ensure that the Association shall be named as additional insured on all vendor insurance policies and provide evidence of the amounts of insurance available and the Association's endorsement on such policies as "additional insured" in writing to the Association as soon after the reservation as possible but in any event prior to the day of the private event and/or prior to the entry of a vendor onto the premises of a Community Facility.

Vendor No. 1: Company Name:

Vendor Contact- Full Name:

Vendor Contact- Cell Phone (call or text) Number:

Alternate Contact - E-mail Address:

Services to be performed and Equipment to be used on site:

Vendor No. 2: Company Name:

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Vendor Contact- Full Name:

Vendor Contact- Cell Phone (call or text) Number:

Alternate Contact - E-mail Address:

Services to be performed and equipment to be used on site:

Vendor No. 3: Company Name:

Vendor Contact- Full Name:

Vendor Contact- Cell Phone (call or text) Number:

Alternate Contact - E-mail Address:

Services to be performed and Equipment to be used on site:

Vendor No. 4: Company Name:

Vendor Contact- Full Name:

Vendor Contact- Cell Phone (call or text) Number:

Alternate Contact - E-mail Address:

Services to be performed and Equipment to be used on site:

- I. **ROOM RENTAL FEES, CLEANING FEES & DEPOSITS:** Please see attached the Private Rental Order- Schedule 1 for Association Community Facility Fees and Deposit Requirements. This schedule includes the fees that must be paid for use of the Community Facility(s), Fees and Deposits and lifeguard fees ("**Lifeguard Fees**") as well as the policies for refunds and loss of Deposits. This form is subject to change without advance notice.
- J. **CANCELLATIONS:** Cancellations must be submitted in writing. As a courtesy to all renters, cancellations made with less than seven (7) days advanced notice are non-refundable. In this instance, the Rental Fee is not refunded, however, the Cleaning Fee and Deposits will be returned.

K. NOTIFICATIONS TO THE ASSOCIATION: All notifications and information provided to the Association addressing all matters covered by this MEMBER RENTAL RESERVATION FORM and the RENTAL POLICY must be made in writing to the following:

PRIMARY CONTACT: Attn.: Mr. Kory Johnson,
Harper's Preserve Lifestyle Director:
Club Palmetto – On Site Office
10060 Preserve Way
Conroe, Texas 77385
On-Site Phone: 936-266-0357
Phone: 346-291-5130
E-Mail: Lifestyledirector@harperspreserve.com

**WITH A COPY SENT TO
SECONDARY CONTACT:** Community Manager
Club Palmetto - Onsite Office
10060 Preserve Way
Conroe, Texas 77385
Main Phone Number (Offsite): (281) 857-6027
On Site Office Phone: (936)266-0380
Direct Line (No Text Messages) : (346) 235-3690
E-mail: harpers-CSM@lead-inc.com

IF AN AFTER-HOURS NOTIFICATION IS REQUIRED, USE THE FOLLOWING AND FOLLOW UP IN WRITING.

After-Hours Contact 281-857-6027

After-Hours Instructions: After hours contact, please leave a detailed message and an afterhours manager on duty will return the call.

L. AGREEMENTS AND ACKNOWLEDGEMENTS. I certify to the Association that the information provided in this Rental Request Form is true and correct and that if information changes, I agree to submit such changed information for advance written of the Association in advance of the private event. I have been provided with the "COMMUNITY FACILITIES RENTAL POLICY" and I agree to comply with it (including but not limited to any supplemental instructions, check lists, rules and regulations provided by the Association and Association staff). I confirm that if I do not follow the COMMUNITY FACILITIES RENTAL POLICY it (including but not limited to any supplemental instructions, check lists, rules and regulations provided by the Association and Association staff) that I have been I confirm that will be in attendance throughout the entire length of the event, and I understand that if I leave the event, this contract will become null and void, the event will end, and the Deposits will be forfeited and will not be returned to me.

I also understand that any damage to the property, the facilities, building, pavilions or the furnishings will be my responsibility and additional charges will be assessed to my homeowner account. I accept full responsibility for the conduct of all of my guests, vendors and invitees. I have read and fully understand the terms of this agreement and the policies set forth in the "COMMUNITY FACILITIES RENTAL POLICY" and by signing this document, I agree to adhere to all terms of this Facility Rental Reservation Form, Community Facilities User Guidelines, the

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ASSOCIATION STAFF USE ONLY:

Verification Requirement: Member (renter) is in good standing with Association as verified with Management Company (check 1):

Either **YES** (and continue processing) or **NO** (and the Member must be good standing before rental can proceed)

The following **Private Rental Order Schedules** are attached: X **Schedule 1-** Fee and Deposit Schedule

Schedule 2- Furniture Rental Request (by Community Facility)

Schedule 3_ Pre and Post Inspection Event Checklist

Imposed Conditions & Modifications to Reservation Request: Reservation Information & Approval (subject to Conditions/Modifications (which may be supplemented by separate pages) and applicable Private Rental Orders ("PRO").

- 1.
- 2.
- 3.
- 4.

LIFEGUARD REQUIRED (for 3 or more guest swimmers not to exceed 25 swimmers): **Yes** **or** **No**

\$ _____ per hour Lifeguard Fee X _____ Hours = **Total Lifeguard Fee**

Lifeguards are scheduled by staff with a third-party lifeguard service being used by the Association. Payment is made directly by the Member.

SUM OF FEES AND DEPOSIT TRACKING:

\$ _____ Deposits Amount Paid _____ Date Deposit Amount Paid

\$ _____ Deposits Returned _____ Date Deposit Returned

\$ _____ (Non-refundable) Cleaning Fee Paid _____ Date Cleaning Fee Paid

\$ _____ (Non-Refundable) Rental Fee Paid _____ Date Rental Fee Amount Paid

STAFF APPROVAL/DENIAL:

Community Facility Reservation **Approved** **or** **Denied** for the following reasons:

Reviewed By: _____ Date Approved: _____

Printed Name: _____ Printed Title: _____

CANCELLATION:

Date Cancellation Notice Received: _____

Stated Reasons by Member: _____